



## DAEC EMERGENCY PLANNING DEPARTMENT PROCEDURE TRANSMITTAL ACKNOWLEDGEMENT MEMO (TAM-36)

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## DAEC EMERGENCY PLANNING DEPARTMENT PROCEDURE TRANSMITTAL ACKNOWLEDGEMENT MEMO (TAM-36)

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EPIP EOF-39 (PWR: 21633)	Rev. 0	Rev. 0
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Effective Date: 6/11/03

TECHNICAL REVIEW	
Prepared by: <u>Don A. John</u>	Date: <u>6/8/03</u>
Reviewed by: <u>Carol Sullivan</u> Independent Reviewer	Date: <u>6/9/3</u>

PROCEDURE APPROVAL	
I am responsible for the technical content of this procedure.	
Approved by: <u>Carol Sullivan</u> Manager, Emergency Planning	Date: <u>6/9/3</u>

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## **1.0 PURPOSE**

- (1) This procedure provides instructions for activation and operation of the Emergency Operations Facility (EOF).

## **2.0 DEFINITIONS**

- (1) None.

## **3.0 INSTRUCTIONS**

### **3.1 OVERVIEW**

- (1) The key response functions performed in the EOF are under the direction of the Emergency Response and Recovery Director (ER&RD) and are as follows:
  - (a) Coordinate emergency response activities with local, state and federal agencies and support organizations.
  - (b) Monitor and evaluate offsite radiological consequences of an emergency at the DAEC.
  - (c) Ensure the EOF is operational within 1 hour of a Site Area or General Emergency. Form EOF-32 from Appendix 1 of the EPIP Manual defines the minimum staff requirements.
- (2) This procedure shall be implemented upon declaration of a SITE AREA EMERGENCY or GENERAL EMERGENCY and is applicable to members of the Emergency Response Organization (ERO) who report to the EOF.
  - (a) This procedure shall also be implemented when the EOF is required to be activated due to a SECURITY EVENT at DAEC (reference EPIP 2.8).
    - (i) Note that an additional EOF position shall be staffed for SECURITY EVENTS. The TSC ENS Communicator shall also respond to the EOF during implementation of EPIP 2.8 to maintain an open ENS line with the NRC. When the SECURITY EVENT is cleared, then the TSC ENS Communicator shall report as determined by what activation criteria the ERO is in.

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- (3) During an event classified as a NOTIFICATION OF UNUSUAL EVENT or ALERT, the ER&RD may, at his/her discretion, initiate partial or full activation of the Emergency Operations Facility.
- (4) The ER&RD has the full authority and responsibility to make commitments for the company related to emergency response and the DAEC recovery activities including procurement of materials, equipment and other resources.
- (5) The Risk Administrator shall be informed of any injuries and briefed of the status of the event by the ER&RD or his designee to ensure all insurance related activities are being attended to.
- (6) The legal department is available to provide legal advice, development of policy statements, and coordinates activities with the DAEC partners as deemed necessary.
- (7) The ER&RD, or their designee, shall ensure personnel reporting to the EOF are fit for Duty in accordance with ACP 101.6.

### **3.2 ACTIVATION**

- (1) The EOF shall be activated at a Site Area or General Emergency; Form EOF-32 delineates minimum staffing and required response times for ERO members reporting to the EOF.
  - (a) The Emergency Response and Recovery Director may designate other individuals to assume emergency positions if the primary and all alternates are unavailable. He/she may also change the emergency response organization to better apply resources as the event progresses or changes.
- (2) When notified to report to the EOF, ERO members shall respond to the EOF.
- (3) ERO members reporting to the EOF shall place their name tag/sign in on the EOF Staffing Board for the position they assume.
- (4) ERO members shall review instructions/checklists associated with their job functions as appropriate and advise their functional supervisor of their readiness.

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- (5) The ER&RD shall brief ERO members on plant status and response actions underway and identify/prioritize the response actions to be taken in support of the recovery activities at DAEC.
- (6) Functional Supervisors should contact their counterparts at DAEC and conduct a turnover. Upon receiving turnover, inform the respective manager of their ability to assume control of response activities.
- (7) The ER&RD shall declare the EOF operational and shall inform the Emergency Coordinator that the EOF will assume control of response activities.
- (8) The ER&RD will inform the EC that the EOF will assume responsibility for all offsite communications and that he/she has assumed responsibility for the decision to notify and recommend protective actions to offsite authorities.
- (9) The Radiological and EOF Manager shall inform the county, State and Federal Emergency Operations Centers (EOCs) that the EOF is operational and that the EOF has assumed responsibility for all offsite notifications, offsite dose assessment, radiological monitoring and protective action decision making activities.

### **3.3 SECURITY**

- (1) The Support Services Coordinator will contact Corporate Security for Security guards.
- (2) Corporate Security will conduct the following:
  - (a) When guards arrive, ensure they are assigned to security posts;
  - (b) Instruct them on their responsibilities, as needed;
  - (c) Ensure a walkdown of the 6th and 15th floor is conducted following the emergency announcement to verify all visitors have vacated.
- (3) The guard stationed on the first floor should be informed of the following:
  - (a) During normal business hours access control will be regulated at the elevator lobby's of the 1st, 6th and 15th floors.
  - (b) During non-working hours NMC/Alliant-IES Utilities Inc. personnel who present identification shall be permitted to access IES portions of the

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building. Identification, such as a Driver's License, may be compared to the Emergency Telephone Book or a list of NMC/Alliant-IES Utilities, Inc. personnel permitted access to the EOF.

- (c) Contract persons, whose names are listed in the Emergency Telephone Book or on any approved access list, shall be permitted access to the EOF.
- (d) Personnel who present some form of identification as a Linn or Benton County Emergency Management member; representative from the State of Iowa, Emergency Management Division or Department of Health; employees of the Nuclear Regulatory Commission (NRC); or Federal Emergency Management Agency (FEMA) shall be permitted access to the 6th or 15th floors, as requested.
- (e) Security personnel will hold news media representatives on the 1st floor if the Joint Public Information Center (JPIC) has not been activated. The JPIC Manager will notify Security when the Media may be directed to the 6th floor.
- (f) Following activation of the JPIC, news media are to be permitted access to the 6th floor, only.
- (4) Security personnel on the 6th floor will process all media desiring access to the JPIC.
- (5) If access is desired by any other individuals to the JPIC or EOF, the JPIC Manager should be contacted for JPIC access and the ER&RD for the EOF access.
- (6) Upon reporting to their assigned security posts, Security Guards should:
  - (a) Conduct a radio check with the other security posts.
  - (b) Initiate (or update) the " Security Post Log" form EOF-23 from Appendix 1 of the EPIP manual by recording the following information:
    - (i) Date and time of staffing (or relieving) the assigned post:
    - (ii) Name of the Security Guard and Access Clerk assigned;

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- (iii) Results of radio checks;
  - (iv) Actions taken to correct any deficiencies.
- (c) Provide assistance, as required to the Security Access Clerk to prevent unauthorized access.
- (d) Corporate Security and the Support Services Coordinator shall be advised of access control problems.
- (e) When individuals without access to the JPIC, the EOF or to Corporate Management offices insist on gaining access, Corporate Security shall be advised.
- (f) Circumstances associated with access control problems experienced should be recorded in the Security Log.
- (7) Upon reporting to the EOF, Security Access personnel should:
  - (a) Assist, as required, in ensuring all personnel are informed that an emergency condition has been declared.
  - (b) Provide security badges to personnel assigned duties at the EOF and Corporate Management personnel who desire access to the EOF.
  - (c) Initiate access control to the EOF. Initiate recording of personnel who exit and enter those areas, using form EOF-21 from Appendix 1 of the EPIP manual.
  - (d) Security Access Clerks shall make entries or ensure that they are made for Support Services staff who may be providing services or delivering equipment for emergency use.
  - (e) Prior to entry to facility, the individual's name and time should be recorded in the log.
  - (f) When exiting, the time and location where the individual can be reached should be recorded if appropriate.
- (8) Badges shall be issued to all personnel granted access to the EOF.



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- (9) Badges, depicted on Form EOF-31, "Access Badge Example", should be color coded, as follows:

**NOTE**

Personnel displaying ORANGE color coded badges should not be permitted access to the EOF, unless accompanied by a green badged individual.

- (a) Orange - News Media
  - (b) Green - EOF and JPIC Staff with assigned functions, including NMC/Alliant-IES Utilities Inc. employees, and State and County representatives.
  - (c) Yellow - Agency Representatives of FEMA/NRC, etc., with assigned functions in the EOF and the JPIC.
  - (d) Pink - Observers or FEMA and NRC evaluators.
- (10) State and County representatives with assigned functions in the EOF will be requested to complete Form EOF-22, "Registration Form" or an equivalent prior to being issued a badge.
- (11) Once issued, badges should be retained by the recipient even though he or she may exit the area (except those issued to news media).

### **3.4 SUPPORT SERVICES**

- (1) During normal and off-normal working hours, upon being advised of an emergency at the DAEC and plans for activation of the EOF, the Support Services Coordinator should follow the steps in Form EOF-11, "Support Services Coordinator Checklist".
  - (a) During off-hours, notifications will be made via an automated telephone call-out system and an alphanumeric paging system.

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- (2) Incoming calls from the News Media and/or the general public concerning the event should be directed to the JPIC.
- (3) The Support Services Coordinator should report to the EOF to be briefed by the ER&RD or designee concerning the need for any services which are currently or are anticipated to be required of the ERO.
- (4) As directed by the ER&RD, (or the JPIC Manager or the Security and Support Supervisor at the DAEC), the Support Services Coordinator should:
  - (a) Mobilize Corporate personnel and equipment, as necessary;
  - (b) Obtain additional supplies or equipment needed to support recovery work;
  - (c) Periodically, inform Support Services of any changes in the emergency condition which may affect their areas of responsibility.
- (5) During an emergency at the DAEC the following may be required by Corporate Department Heads:
  - (a) Director of Corporate Services - Obtain, on a regular basis, information regarding road and air travel conditions to determine travel routes and methods of transportation for personnel, equipment and supplies. Coordinate requests for transportation of personnel, equipment and supplies. Provide, as necessary, reservation assistance to NMC/Alliant-IES Utilities Inc. personnel and consultants for air and ground transportation and hotel accommodations. Provide regularly scheduled daily transportation between the DAEC and the Alliant Tower.
  - (b) Director of Purchasing, Transportation and Materials - Coordinate with other department heads to prevent undue delays in procuring essential materials. Expedite procurement of spare parts, equipment or materials. Maintain contact with key vendors to minimize procurement delays. Coordinate requests for transportation of materials.
  - (c) Manager, Staffing and Compensation - Supplement the clerical staffs to ensure that continuous, 24 hour shift coverage can be achieved. Provide other administrative support functions necessary to activate and continually staff the Emergency Response Organization.

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- (d) Manager, Industrial Relations - Provide the Support Services Coordinator with requested personnel by assisting in mobilizing Alliant-IES Utilities Inc. personnel from Field Operators and Production Department. Assist in resolving personnel disputes resulting from the emergency situation. Provide guidance regarding Federal and State laws and union contracts for employees working during an emergency situation.
- (e) Manager, Safety - Investigate serious personal injury accidents and develop standard reports. Brief Corporate Management, as requested, regarding the events associated with any personal injury. Review the details with the DAEC Spokesperson prior to presenting injury information to media personnel.

### 3.5 STAFFING OF THE EOF

- (1) The minimum staffing level is reflected in Form EOF-32 and upon staffing of these positions the EOF is considered operational.
- (2) The following is a listing of EOF staff members and an overview of their duties:
  - (a) RAD and EOF Manager - Informs local, State and Federal authorities of the event status and utility response actions taken. Develops Protective Action Recommendations (PARs) for approval by the ER&RD.
  - (b) Radiological Assessment Coordinator (RAC) - Directs the Radiological Monitoring Field Teams and coordinates with the Site Radiation Protection Coordinator performance of dose projection activities. Coordinates offsite radiological monitoring and dose assessment performed by NMC/Alliant-IES Utilities with the State and Federal organizations.
  - (c) TSC "Dedicated" Communicator - Make entries into the electronic status board system in conjunction with the TSC. Upon loss of computer systems use Form EOF-04 "Summary of Computer Data Backup Collection Activity" as a means to obtain necessary data.
  - (d) Field Team Director - Relay directions and information to NMC/Alliant-IES Utilities Inc. Radiological Monitoring Field Teams and receive radiological survey information obtained by the State Field Teams.

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- (e) **Radiological Status Communicator** - Assist the RAC. Provide dose projection information and radiological survey results to the State Field Team Captain. Receives radiological survey information obtained by the State Field Teams to provide updated information to Linn and Benton Counties Emergency Management Agencies (EMA).
- (f) **NRC HPN Communicator** - Transmit information as necessary and monitor conversations and information being transmitted between HPN extensions at the DAEC in the TSC and NRC Emergency Operations Centers in Rockville, MD and Lisle, IL. Also informs the NRC, via the ENS Phone Line, of changes to EALs.
- (g) **Technical Recorder** - Relays information regarding plant status, protective actions, dose projections to Technical Liaisons in the JPIC, and the Linn County, Benton County and State EOCs. Develop verbal and written closeout reports, per Section 3.7 (1), for all offsite Emergency Operation Centers. Reviews ACP 1402.3 for other 10 CFR reporting requirements.
- (h) **EOF Information Services Representative** - Shall assist in the operation of all computer related information systems in the EOF and shall be informed by ERO members upon suspicion of data loss from any computer generated information. Shall confer with the Information Services Representative in the Technical Support Center as needed to verify data or computer systems reliability. Shall inform the Emergency Response & Recovery Director of computer related problems for announcement to all EOF Responders. Will, upon determination that computer data is good/bad, turn on/off displayed data as necessary upon the announcement of such to the EOF Responders. Will verify that the ERDS data being sent to the NRC is accurate and ensure that the NRC Communicators in the EOF have notified the NRC of any change in the accuracy of the data.
- (i) **Support Services Coordinator** - Shall be responsible for ensuring that the necessary logistics, administrative, procurement and manpower services are provided to support emergency activities being conducted at the DAEC and by Alliant-IES Utilities Inc. personnel at offsite locations. The Support Services Coordinator shall maintain contact with the Security and Support Supervisor in the TSC and the ER&RD in the EOF to ensure that required needs are being addressed and promptly executed.

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- (j) Emergency Response and Recovery Director - Coordinates emergency response activities with local, State, and Federal agencies and support organizations. Monitors and evaluates offsite radiological consequences of an emergency at the DAEC. Coordinates the Activation and operation of the EOF, maintains command and control of DAEC's emergency response efforts. Performs FFD assessment of personnel reporting to the EOF.
- (k) EOF OPS Liaison - Tracks plant status using EOP's and the EOP program manuals. Advises the ER&RD on EAL's and subsequent changes in plant status that warrant a change to the EAL classification. Provides operational insight on matters that pertain to the DAEC. Advises the ER&RD on operational concerns during the Recovery phase.
- (l) EOF MIDAS Operator - Performs dose projection activities in the EOF. Assists the RAC as necessary. Provides the State Dose Assessment Team dose projection information.
- (m) Radiological Data Plotter - Maintains and updates plume projections, PARs, and evacuation pathways. Plots DAEC and State Field Team readings, location and plume edges and centerline.
- (n) Messengers - Provide EOF personnel status reports, MIDAS printouts, press releases and other pertinent information as it relates to the event. In addition, conducts pager and FAX notifications, and posts the EAL updates.

### 3.6 COUNTY, STATE AND GOVERNMENTAL AGENCIES

- (1) County, state and federal agencies may dispatch representatives to the EOF upon declaration of a SITE AREA or GENERAL EMERGENCY or upon being advised that the EOF is being activated at a lower classification. NRC Site Team members initially dispatched who are expected to be assigned to the EOF are listed in the DAEC Emergency Plan in Section C.

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**NOTE**

Initial briefings expected from licensee staff are not intended to adversely impact licensee's response efforts.

- (2) Upon arrival of the representatives, security personnel shall verify the identity of each of the representatives, as prescribed in section 3.3 (4), and inform the ER&RD of their arrival. These representatives shall be briefed by or under the direction of the ER&RD and directed to their respective work spaces in the EOF.
- (3) The NRC's Incident Response plan defines the NRC's responsibilities and response mode during an emergency. A summation of these roles is presented in the DAEC Emergency Plan, Section C. The Response Coordination Manual Section Q, "Concept of Operations", renders additional organization charts for performing essential functions during a federal response to a severe reactor accident with an emphasis on state and federal coordination.
- (4) The Federal Radiological Emergency Response Plan (FRERP) also establishes the NRC as the Lead Federal Agency (LFA) for response to nuclear power plant accidents. As LFA the roles assigned to the NRC include the following:
  - (a) Coordinates federal technical evaluations and assessments.
  - (b) Acts as Lead Technical Spokesperson for the Federal Government.
  - (c) Assists the state in interpretation and analysis of technical information.
  - (d) Keeps the White House informed of technical assessments.

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**NOTE**

There is not necessarily a direct correlation between an Emergency Class and a NRC Response Mode. The NRC Response Mode depends on such factors as: the quality, completeness, and clarity of licensee's event description; NRC's perception on the appropriateness of the classification; if the event is over or ongoing; prognosis of event and professional judgement; etc.

- (5) Upon arrival of the NRC Site Team personnel at the EOF, a briefing shall be conducted by the ER&RD which covers:
  - (a) Offsite radiological monitoring activities and results
  - (b) Dose projection results and Protective Action Recommendations that have been made.
  - (c) Protective actions that have been implemented by offsite authorities in the EPZ.
  - (d) Media briefings and press release status.
  - (e) Response actions in progress at the EOF to assist in mitigating/terminating the event at the site.
  - (f) Local and State interfaces that have been established.
  - (g) Prognosis of the event.
  - (h) Potential need for Technical Specifications/License exemptions.
- (6) The principal functions of the NRC Site Team related to NMC/Alliant-IES Utilities Inc. emergency response activities include:

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- (a) Monitor the licensee to assure appropriate protective action is being taken with respect to offsite recommendations.
  - (b) Support the licensee (technical analysis and logistic support).
  - (c) Support offsite authorities, including confirming the licensee's protective action recommendation to offsite authorities.
  - (d) Keep the media informed of the NRC's knowledge of the status of the incident, including coordination with other public affairs groups.
- (7) The Site Team Leader may be authorized by the NRC Emergency Director (Chairman of the NRC) to function as the Director of Site Operations (DSO). In that capacity, the DSO has:
- (a) Authority to represent the entire NRC by acting as the primary spokesperson for the NRC in responding to the media, supervising all NRC personnel at the site, and representing the NRC in interactions with other federal agencies.
  - (b) Responsibility for all on site technical aspects of the federal response.

**NOTE**

Authorization for the Director of Site Operations to implement items c, d, and e (below) must be specifically granted by the NRC Emergency Director.

- (c) Authority to recommend protective measures for the public health and safety in coordination with NMC/Alliant-IES Utilities Inc.
- (d) Authority to recommend actions to key state and local agencies in addition to those of NMC/Alliant-IES Utilities Inc.
- (e) Authority to direct the licensee to take specific actions but, only in rare and unusual circumstances (NRC decision maker is convinced that licensee is not taking an action to protect the public health and safety).



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### **3.7 OPERATION OF THE EOF**

- (1) Upon activation of the EOF, the ER&RD shall make all final determinations with respect to event reclassifications.
  - (a) Time permitting, the ER&RD should advise the NRC Director of Site Operations of his intent to reclassify the emergency prior to doing so.
  - (b) A verbal summary should be given to all governmental and support agency officials notified when the emergency condition has been resolved. Within eight (8) hours of the verbal summary, a written summary shall be sent to the NRC and other agencies as appropriate for a GENERAL EMERGENCY, SITE AREA EMERGENCY or an ALERT. An UNUSUAL EVENT requires a written summary within twenty-four (24) hours of the verbal summary. Also, review ACP 1402.3 "Plant Regulatory Reporting Activities" for other 10 CFR reporting requirements. (Use forms EOF-28 & 29)
  - (c) The Emergency Coordinator should be advised of actions underway and decisions being made in the EOF and at offsite Emergency Operations Centers.
- (2) Upon activation, logs should be kept by the ERO which reflect activities in progress, problems and their resolutions and miscellaneous information which may be important from a historical perspective, using the Emergency Log or equivalent.
- (3) Emergency Response Organization personnel in the EOF should be apprised of plant status on a periodic basis.
- (4) Monitors for SPDS display of plant computer points will be used for display of various trends of Reactor or Containment or effluent parameters.
- (5) The EOF Public Address system will be utilized to highlight significant changes in the plant status and for periodic briefings.
- (6) Licensing and fuels related activities shall be conducted as directed by the ER&RD.
  - (a) Unless directed otherwise by the ER&RD, such activities conducted in support of the emergency shall be performed in accordance with

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standard practices defined by the QA Plan and further described in related administrative and project procedures. Any deviation from normal QA procedures will be documented in accordance with EPIP 2.2.

- (7) Dose projections, radiological monitoring and dose assessment activities, and development of Protective Action Recommendations shall be conducted, as described in EPIP 3.3
  - (a) Offsite environmental radiological activities shall be conducted under the overall direction of the Radiological Assessment Coordinator as developed by the Radiological and EOF Manager.
  - (b) The Radiological Assessment Coordinator shall be responsible for coordinating offsite NMC/Alliant-IES Utilities Inc. activities with those being accomplished by state and federal support organizations.
  - (c) Status reports containing information related to release rates, dose projections and Protective Action Recommendations (PARs) will normally be developed on the VAX computer as part of the dose projection program or as described in EPIP 3.3. Significant changes from the preceding report shall be highlighted or otherwise uniquely identified. Parameter trending shall be accomplished, as specified in EPIP 3.3.
  - (d) The Radiological Assessment Coordinator shall review the status report printout with the Radiological and EOF Manager who is responsible for developing PARs.
  - (e) The PARs developed shall be approved by the ER&RD.
  - (f) PARs will be displayed in the EOF along with the time the recommendation was made.
- (8) Communications associated with offsite radiological monitoring and dose projection activities shall be recorded, as described in EPIP 3.3, "Dose Assessment and Protective Action Recommendations".
  - (a) Information contained on the Radiological Data forms should be reviewed by the Radiological and EOF Manager and the Radiological Assessment Coordinator, as prescribed in EPIP 3.3.
  - (b) Records of such communications shall be retained for record keeping.

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- (9) Information regarding plant status, offsite radiological data, Protective Action Recommendations and response actions underway shall be provided on a periodic basis to Linn and Benton Counties, the State of Iowa, FEMA, the NRC and INPO.
  - (a) Information to be officially transmitted shall be transmitted in accordance with EPIP 1.2.
  - (b) Sufficient copies of the forms shall be made for distribution to the Alliant-DAEC Spokesperson for use in briefing the media and other officials.
  - (c) Original copies of such communications shall be retained for record keeping.
- (10) Additional logs, graphs, computer runs, etc., shall be collected and forwarded to the Emergency Planning Department for record keeping.

### **3.8 FOLLOW UP OPERATIONS**

- (1) The ER&RD in conjunction with the Emergency Coordinator should periodically assess the adequacy of response actions being taken by the Emergency Response Organizations.
  - (a) Where functional support capabilities can be improved by additional manpower and/or equipment and/or where additional technical or craft support is required, the Support Services Coordinator should be directed to coordinate with the respective functional supervisor and obtain the resources which are required.
  - (b) Where response emphasis needs to be redirected due to the type of event, event phase, or other extenuating conditions, the ER&RD should take action to modify the structure of the Emergency Response Organization to enable adequate response.
- (2) Where response actions will be required over a protracted period of time, the ER&RD shall ensure that provisions are made for continuous coverage of required functions at all response center locations.
- (3) As plant conditions begin to stabilize and reclassification of the emergency to a lower classification is being conducted, the ER&RD shall initiate action to develop a recovery plan.

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- (a) Recovery planning shall be accomplished as specified in EPIP 5.2, "Recovery and Re-entry".
- (b) Deactivation of the Emergency Response Organization in part or in whole and transition to the normal operational organization or to a recovery organization shall be specified as part of the recovery plan.

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#### **4.0 RECORDS**

- (1) All original forms, logs, graphs and computer runs generated shall be forwarded to the Emergency Planning Department and retained in accordance with the QA Retention requirements. Records will be retained until the NRC gives approval for disposal.

#### **5.0 REFERENCES**

- (1) DAEC Emergency Plan
- (2) NUREG 0654
- (3) NRC Region III, Emergency Response Plan and Implementing Procedures
- (4) EPIP's
- (5) NRC Incident Response Plan (NUREG 0845)
- (6) ACP 1402.3 Plant Regulatory Reporting Activities
- (7) FRERP, "Federal Radiological Emergency Response Plan"
- (8) NRC Administrative Letter 94-04, "Change of the NRC Operations Center Commercial Telephone and Facsimile Numbers"
- (9) Response Coordination Manual (RCM-96)
- (10) INPO 86-032, "Emergency Resources Manual"

#### **6.0 ATTACHMENTS**

- (1) EOF Forms

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**ATTACHMENT 1**  
**EOF FORMS**

<b>EOF FORMS</b>	<b>FORM NUMBER</b>
NRC-HPN COMMUNICATOR	EOF-02
TECHNICAL RECORDER CHECKLIST	EOF-03
SUMMARY OF COMPUTER BACKUP CAPABILITIES	EOF-04
EOF INFORMATION SERVICES REP.	EOF-05
DAEC KEY PARAMETER LOG	EOF-06
ER&RD CHECKLIST	EOF-07
RAD & EOF MANAGER CHECKLIST	EOF-08
EOF OPS LIASON CHECKLIST	EOF-09
EOF-TSC COMMUNICATOR CHECKLLIST	EOF-10
SUPPORT SERVICES COORDINATOR CHECKLIST	EOF-11
FIELD TEAM DIRECTOR CHECKLIST	EOF-12
RADIOLOGICAL COMMUNICATOR CHECKLLIST	EOF-13
EOF MIDAS OPERATOR CHECKLIST	EOF-14
RADIOLOGICAL DATA PLOTTER CHECKLIST	EOF-15
RADIOLOGICAL ASSESSMENT COORDINATOR CHECKLIST	EOF-16
EOF PERSONNEL LOG	EOF-21
REGISTRATION FORM	EOF-22
SECURITY POST LOG	EOF-23
STATUS UPDATE MESSAGE-EOF COMMUNICATOR	EOF-27
VERBAL CLOSEOUT SUMMARY	EOF-28
WRITTENT CLOSEOUT SUMMARY	EOF-29
STATUS BOARD	EOF-30
ACCESS BADGES EXAMPLES	EOF-31
EOF STAFF RESPONSE	EOF-32
MESSENGERS CHECKLIST	EOF-38

# EMERGENCY RESPONSE AND RECOVERY DIRECTOR CHECKLIST

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## INITIAL ACTIONS

1. Is EOF activation warranted or required? (The EOF must be declared operational within 1 hour at the Site Area or General Emergency declaration.)  
\_\_\_\_\_
- a. Conduct activation discussion with the JPIC Manager  
\_\_\_\_\_
- b. If an alert has been declared during off-hours assemble minimum staff at your discretion and determine if further action is necessary.  
\_\_\_\_\_
2. Initiate Emergency Response Organization notification per EPIP 1.2  
\_\_\_\_\_
3. Verify the following minimum staffing positions are filled. (Once these positions are filled the EOF can be declared operational.)  
\_\_\_\_\_
- a. Radiological and EOF Manager  
\_\_\_\_\_
- b. Radiological Assessment Coordinator  
\_\_\_\_\_
- c. EOF OPS Liaison  
\_\_\_\_\_
- d. Support Services Coordinator  
\_\_\_\_\_
4. Brief EOF personnel of the following:  
\_\_\_\_\_
- a. Emergency Event classification  
\_\_\_\_\_
- b. Events leading to the classification  
\_\_\_\_\_
- c. Present plant status  
\_\_\_\_\_
- d. Response actions planned or in progress  
\_\_\_\_\_
- e. Potential offsite consequences  
\_\_\_\_\_
- f. Assigned response tasks/EOF purpose  
\_\_\_\_\_

# EMERGENCY RESPONSE AND RECOVERY DIRECTOR CHECKLIST

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## 5. Provide briefings to the following (this function may be delegated):

President IES-Alliant Energy	time _____	Individual Contacted	_____
DAEC Spokesperson	time _____	Individual Contacted	_____
Insurance and Risk Manager	time _____	Individual Contacted	_____
Legal Advisor	time _____	Individual Contacted	_____
Chief Nuclear Officer-NMC	time _____	Individual Contacted	_____

### Topics of interest should focus on:

- a. Sequence of events \_\_\_\_\_
  - b. Potential offsite effects \_\_\_\_\_
  - c. Response actions taken by DAEC \_\_\_\_\_
  - d. County, State, or Governmental agencies we are interfacing with. \_\_\_\_\_
  - e. What actions/support are the counties, state, or governmental agencies providing in support of the event. \_\_\_\_\_
  - f. Remind the Insurance and Risk Manager to contact American Nuclear Insurers (ANI). ANI should be contacted at an Alert or greater. \_\_\_\_\_
  - g. Any injuries or deaths that have occurred \_\_\_\_\_
6. When state, county, or governmental officials arrive at the EOF provide a briefing on the plant status using the items listed in number 5 as a guide. \_\_\_\_\_

### ONE TIME ACTIONS

1. Verify readiness to declare the EOF operational. \_\_\_\_\_



## EMERGENCY RESPONSE AND RECOVERY DIRECTOR CHECKLIST

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2. Upon declaring the EOF operational, direct key personnel to assume the following responsibilities from the TSC:
  - a. Offsite communications, including follow-up notification with local, State and Federal agencies. (The ENS line will remain a responsibility of the TSC, however the EOF will be responsible for providing EAL change information to the NRC via the EOF ENS Line) \_\_\_\_\_
  - b. Interface with offsite support organizations, industry support groups and contract firms \_\_\_\_\_
  - c. Offsite dose projection and assessment activities \_\_\_\_\_
  - d. Offsite radiological monitoring, including coordination and interface with local, State and Federal organizations \_\_\_\_\_
  - e. Development and transmittal of Protective Action Recommendations \_\_\_\_\_
  - f. Changes to the event classification \_\_\_\_\_
  - g. Reentry and recovery activities \_\_\_\_\_
4. Notify the Emergency Coordinator (use TSC-02 as guide in transferring responsibility from the TSC to the EOF) that the EOF has assumed responsibility for offsite communications, protective action recommendations, and offsite monitoring teams as well as dose extensions for the offsite monitoring teams. Dose limits are as follows:
  - a) DAEC 2REM can be extended to 5 REM TEDE
  - b) 10 REM TEDE protecting property
  - c) 25 REM TEDE life saving
  - d) >25 REM TEDE life saving on a volunteer basis
  - e) Lens of the eye 15 REM
  - f) Dose to any organ 50 REM
  - g) KI is administered if 25REM CDE is likely (EPIP 4.5) \_\_\_\_\_
5. If Cedar Rapids evacuation is imminent, or as deemed appropriate; direct the Radiological and EOF Manager to notify the Alliant Spokesperson to relocate JPIC personnel to the Alternate JPIC. \_\_\_\_\_

# EMERGENCY RESPONSE AND RECOVERY DIRECTOR CHECKLIST

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## FOLLOW-UP ACTIONS

1. Reclassify the event. \_\_\_\_\_
2. Approve all protective action recommendations to be sent offsite. \_\_\_\_\_
3. Approve dose extensions for the offsite monitoring teams. \_\_\_\_\_
4. Approve pager notifications to be sent to the ERO. \_\_\_\_\_
5. Approve all deviations from normal administrative practices which enable a more rapid response to the emergency without compromising plant safety. \_\_\_\_\_
6. Conduct periodic briefings with the EOF staff including:
  - a. Plant status \_\_\_\_\_
  - b. Problems \_\_\_\_\_
  - c. Actions being taken to mitigate the event \_\_\_\_\_
  - d. Planned actions \_\_\_\_\_
  - e. Tasks assigned in the EOF \_\_\_\_\_
  - f. State Protective Actions \_\_\_\_\_
7. Review plant status reports, electronic status board and/or TSC messages and communicate, as required, with the Emergency Coordinator regarding:
  - a. Additional information needs in the EOF or JPIC \_\_\_\_\_
  - b. Status of problem resolution \_\_\_\_\_
  - c. Pertinent information from contract firms or industry organizations \_\_\_\_\_
  - d. Actions being taken by offsite agencies \_\_\_\_\_
8. Ensure that the Technical Recorder is preparing a verbal and written summary in accordance with EPIP 1.5. \_\_\_\_\_

## SUPPORT SERVICES COORDINATOR CHECKLIST

The following checklist is available for use by the Support Services Coordinator as a guide to ensuring that emergency response actions are completed. The column to the right can be used to put either a check when an item has been completed or any notation which will be of assistance to the user.

- |  |   |       |  |
|--|---|-------|--|
| 1.   | Place name/sign in on the position board and establish a log  | _____ |  |
| 2.   | Receive a briefing from the ER&RD.  | _____ |  |
| 3.   | Verify with Tower Security that the building-wide announcement was made   | _____ |  |
| 4.   | Notify Corporate Security Manager to provide security for the 6th and 15th floors.  | _____ |  |
| ***  |   |       |  |
| NOTE   |   |       |  |
| If necessary, additional security guards may be obtained by contacting Corporate Security. |   |       |  |
| ***  |   |       |  |
| 5.   | Coordinate with Corporate Security to ensure security posts and access control points are established (personnel and equipment). Refer to EPIP 1.5. | _____ |  |
| 6.   | Verify with Security that signs are posted in elevator lobbies.   | _____ |  |
| 7.   | Inform the ER&RD and the JPIC Manager that security posts are established.  | _____ |  |
| 8.   | Notify Support Services and place on standby.   | _____ |  |
| 9.   | Assist the ER&RD as needed.   | _____ |  |
| 10.  | Establish a 24-hour staff rotation (consult with the ER&RD)   | _____ |  |

## Page 1 of 1

**Notify the Assistant ER&RD of any positions that are vacant.**  
**\*Pres - Present in the EOF; Badge - Individual has obtained their name badge.**

### EOF STAFF RESPONSE

<b>Position</b>	<b>*Required Response Time</b>
Emergency Response and Recovery Director	1 hour**
Radiological and EOF Manager	1 hour**
Radiological Assessment Coordinator	1 hour**
Support Services Coordinator	1 hour**
EOF Ops Liaison	1 hours**
Field Team Director	4 hours
NRC-HPN Communicator	4 hours
Radiological Data Plotter	4 hours
Security Access Clerk	4 hours
TSC Dedicated Communicator	4 hours
Technical Recorder	4 hours
Messenger	4 hours
Radiological Status Communicator	4 hours
EOF MIDAS Operator	4 hour
EOF Information Services Representative	4 hours

**\* At a Site Area or General Emergency**

**\*\* These positions constitute the minimum staffing of the EOF. Once these positions are filled the EOF may be declared operational.**

## EOF Messenger Checklist

- \_\_\_\_\_ Place nametag / sign-in on staffing board & post the "This is a drill" signs
- \_\_\_\_\_ Post Emergency Action Level signs and inform Security Access Clerk of changes
- \_\_\_\_\_ Ensure adequate supplies are available (paper)
- \_\_\_\_\_ **ERO Notification Form (NOTE-02) – from ER&RD**
  - Send alpha-mate message
  - Sign and date form after page has been sent
  - Return original to EOF Ops Liaison
- \_\_\_\_\_ **EAL Notification Form (NOTE-05) – from RAD & EOF Manager (distribute as follows)**
  - Iowa EMD and State Dose Assessment (when present)
  - Original to the EOF Ops Liaison
  - Fax to: GROUP #20
- \_\_\_\_\_ **Midas Dose Projections – from printer, goes to RAC and Rad & EOF Manager for disposition and for signature before distribution**
  - State Dose Assessment (when present)
  - Rad Data Communicator
  - Midas Operator
  - Original to the RAC
- \_\_\_\_\_ **EAS Messages – from JPIC distribute as follows**
  - ER&RD
  - NRC HPN Communicator
  - Iowa EMD (when present)
  - Technical Recorder
  - Rad & EOF Manager

**OSC MINIMUM STAFFING LEVEL**

<b>POSITION</b>	<b>30 MIN</b>	<b>60 MIN</b>	<b>REFERENCE</b>
<b>Operational Support Center Supervisor</b>	<b>1</b>		<b>DAEC Plan</b>
<b>HP Supervisor</b>	<b>1</b>		<b>DAEC Plan</b>
<b>Maintenance Supervisor</b>		<b>1</b>	<b>DAEC Plan</b>
<b>Electrical Supervisor</b>		<b>1</b>	<b>DAEC Plan</b>
<b>I &amp; C Supervisor</b>		<b>1</b>	<b>DAEC Plan</b>
<b>Health Physics Technicians</b>	<b>5</b>	<b>4</b>	<b>NUREG 0654 and DAEC Plan</b> <b>1. Offsite Survey</b> <b>2. Onsite Survey,</b> <b>3. Inplant Surveys</b> <b>4. Access Control/Dosimetry</b> <b>5. Coverage for: Repair, Search&amp;Rescue, First aid, Fire fighting.</b> <b>6. Habitability</b>
<b>Mechanics</b>		<b>1</b>	<b>NUREG 0654 and DAEC Plan</b>
<b>Electricians</b>	<b>1</b>	<b>1</b>	<b>NUREG 0654 and DAEC Plan</b>
<b>I &amp; C Technicians</b>	<b>1</b>		<b>NUREG 0654 and DAEC Plan</b>
<b>Chemistry Technicians</b>		<b>1</b>	<b>NUREG 0654 and DAEC Plan</b>
<b>OSC Staff Personnel</b>	<b>1</b>	<b>2</b>	<b>NUREG 0654 and defined in the DAEC Plan.</b>